

TOP BEST PRACTICES IN FY2009				
Evaluation Measure	Agency	Best Practice	Agency	Best Practice
Implemented strategic plan to increase the value of competitively awarded contracts to small businesses during the period.	USDA	USDA best practices include (1) The Director of OSDBU regularly provides information to leadership at the USDA Sub cabinet, Agency Heads, Deputy Administrators for Management, and Heads of Contracting Activities level. OSDBU (2) OSDBU holds quarterly meetings with headquarters Agency Small Business Specialists, (3) OSDBU Director holds a "First Tuesday" Association Breakfast Briefing each month for small business trade association reps, their members, small business owners and their business development officers, and (4) OSDBU has worked with each USDA agency to create its own strategy for potential set-asides or sole source awards to SDVOSBs.	DHS	DHS's strategic plan contains great examples of strategic activities to enhance small business participation.
Demonstrated top-level Agency commitment to small business contracting during the period.	TREASURY	Treasury has a thorough identification of agency leadership structure (from Secretary to CIO to SB specialists) and how they will be involved with increasing awards to small businesses.	HHS	HHS intention to meet or exceed every socio-economic goal is incorporated into every operational division head's performance plan
Planned significant events to increase small business participation in the procurement process during the period.	DOE	DOE prepared an extensive calendar of events for FY 09. DOE conducts monthly business opportunity sessions to provide technical assistance and training for small businesses on doing business with the agency. DOE also initiates monthly regional business opportunity sessions in the field to encourage technical assistance and training by DOE field offices and DOE Facility Management Contractors.	DOC	DOC conducts business process reengineering to improve procurement operations. Commerce incorporates its small business goal achievement as a performance measure reported in the balanced scorecard
Demonstrates that small business data is accurately reported in FPDS-NG during the period.	DOJ	DOJ runs quarterly anomaly reports to determine whether procurement dollars with "Other Than Small" businesses have been reported erroneously as "Small" business dollars and, conversely, whether "Small" business dollars have been erroneously reported as "Other Than Small" business dollars.	DOL	DOL awarded an 8(a) sole source contract to a service-disabled veteran-owned firm to review and independently validate DOL's FPDS-NG data.
Demonstrates that policies and procedures are in to ensure compliance with subcontracting plans and attainment of subcontracting goals during the period.	EPA	EPA established a database of subcontracting plans that allows OSDBU to cross-check the approved subcontracting plans with the eSRS summary information submitted.	HHS	HHS posts subcontract and prime dollar level goals on their web site, as well as a current Active Contracts Listing to assist small businesses in identifying potential subcontracting opportunities and <u>teaming/subcontracting partners</u> .
Demonstrated no unjustified bundling has taken place during the period.	VA	VA reviews bundled contracts at a threshold half that required by the FAR.	EPA	EPA meets with the agency's competition advocate on a monthly basis
Planned training to contracting staff/managers in executing small business/socioeconomic procurements during the period.	USDA	OSDBU staff has developed an on-line training modules, i.e. Contracting with Service Disabled Veteran-Owned Small Businesses (SDVOSBs), which is now available on AGLearn (USDA's electronic learning system).	DOE	DOE's training procedures for contracting staff/managers include update guidance manuals (subcontracting), small business program manager's desk top reference manual, monthly training teleconferences, biannual training conferences, mentoring programs, and multiple training policies, policy, procedure, instructional acquisition guides.
Planned to collaborate on formulation of small business procurement policy initiatives during the period.	VA	VA will complete an initiative with the Associate SBA Administrator for the HUBZone Program that will educate Veteran entrepreneurs about the HUBZone Program to increase the number of number of HUBZone Certified firms.	NRC	The NRC participates in SBA-sponsored and supported "Business Matchmaking" events. In addition, the NRC actively participates in Small Business Conferences throughout the year by providing presentations, staffing exhibit booths, and counseling in one-on-one "Business Matchmaking" sessions.
Agency submits all strategic plans and reports that become due to SBA during the reporting period.	DOD	DoD OSBP has created an on-line office calendar with electronic reminders for all reporting requirements that were identified by SBA in the Scorecard Guidance	DOL	DOL provided an excellent breakdown of reports it intends to send SBA with dates, summaries, and forecasts of events.